

**FUEL DISTRIBUTION  
SYSTEM WORKER  
(MOTOR VEHICLE  
OPERATOR)  
WG-5413-08**

**FUELS**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Fuel Distribution System Worker, WG-5413-08

**Purpose of position:**

The primary purpose of this job is to operate several complex work stations or a portion of a large fuel distribution system to receive, store, transfer, and dispense aviation/ground petroleum and cryogenic products, and operate aircraft refueling vehicles/equipment to fuel and defuel aircraft.

**Organization:**

Airfield Support Branch

**Organization goals:****II. MAJOR DUTIES****A. Duty (Critical):**

Operates several complex work stations or a portion of a large fuel storage and dispensing system to transfer fuel to aircraft and refuelers. Transfers petroleum products from bulk storage via pipeline to underground and aboveground storage tanks. Operates deepwell turbine and centrifugal pumps when aircraft and refueling vehicles are being fueled or defueled. Maintains constant communication with hydrant pit operators and/or bulk storage operators during fuel transfer operations. Continually monitors bulk storage and hydrant pit areas checking pressure gauges, inspecting for fuel leaks, and ensuring proper position of valves, tank gauges, and switches. Notifies operators when to shut down. Activates emergency switches when emergency situation occurs or when indicated by pressure gauge readings. Uses manual or automated means to read, record, and properly document information pertaining to fuel transfer operations. (14%)

**Tasks:**

1. Monitors bulk storage and hydrant pit areas during fuel transfer operations to ascertain correct pressures, possible fuel leaks, and proper position of valves, tank gauges, and switches.
2. Remains in communication with hydrant pit operators or bulk storage operators during fuel transfer operations.
3. Uses manual or automated means to read, record, and document information pertaining to fuel transfer operations.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**B. Duty (Critical):**

Receives incoming petroleum fuel and cryogenic product shipments by truck, tank car, or pipeline. Spots trucks or tank cars at specific storage tanks according to type and grade of product. Checks hoses, pumps, and tanks or

containers for cleanliness and absence of foreign matter or other contaminants. Checks volume of contents of tank cars or trucks. Inspects bills of lading or invoices, verifying proper destination, grade, amount, and car or container numbers. Inspects dome lids and seals. Visually inspects samples for color, presence of water, particle contamination, and conditions of seals. Connects hoses and lines; checks for tight fittings; ensures proper grounding; sets valves and gauges; and begins unloading with either mechanical pump operation or by gravity flow. Inserts calibrated measuring device into storage tanks and calculates volume by measurement indicated. When received by pipeline: sets valves; gauges tanks; notifies terminal when ready to receive; stands by during receiving operation; and secures system when complete. Stores cryotainers in appropriate facility. (14%)

**Tasks:**

1. Gauges tanks by manual or automated means to determine volume of contents.
2. Determines quality of fuel by visual inspection of color, presence of water, or particle contaminates.
3. Prepares system for receipt upon arrival of commercial carrier or notice from pipeline terminal.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**C. Duty (Critical):**

Issues petroleum products to containers and refueling units through fillstands. Ensures that pertinent documentation is attached, inspecting forms for correctness and legibility. Verifies grade of fuel with vehicle operator. Checks meter readings prior to transfer, hooks hose to hydrant, and connects nozzle to refueling unit. Connects static ground cable to bare metal surface or grounding jacks on unit. Starts pumps and opens valves to begin transfer of fuel. Closes valves, stops pumps, and checks refueling meter readings after issue. Ensures amounts issued are properly documented. May also issue cryogenic products and/or packaged petroleum products, as required. (14%)

**Tasks:**

1. Monitors entire issue operation to ensure truck is not overfilled.
2. Issues various petroleum fuels in accordance with established procedures.
3. Records amounts issued to ensure proper documentation.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**D. Duty (Critical):**

Inventories and inspects the storage/distribution system and the condition of the products received and issued. Takes daily readings of gauges and meters, as required, to obtain fuel, water, and temperature readings. Records levels and temperatures and completes documentation indicating identity, quantity,

and condition of products. Identifies all discrepancies in accordance with the appropriate technical orders and reports them to the supervisor. Inspects hoses, lines, tanks, and pumps for leaks and loose fittings and reports breaks and malfunctions to supervisor. Ensures that material and equipment are properly and safely stored. Checks fire extinguishers to ensure they are in serviceable condition. Inspects cryotainers and obtains samples for testing. May also prepare motor vehicle system for daily operation. Inspects and takes daily meter reading of pumps and gasoline storage tanks. Checks storage tanks for presence of water. Inventories and records fuel, oil, and other supplies issued. Ensures all variations (over/under limits) are investigated and recorded on appropriate forms. Closes system and ensures that service station is secure, locking all pumps, doors, windows, gauges, and recovery hatches. Ensures systems and facilities meet local, state, and federal environmental compliance requirements. (14%)

**Tasks:**

1. Gauges storage tanks by means of manual or automated calibrated measuring devices.
2. Identifies, documents, and reports system discrepancies to supervisor.
3. Checks for presence of water in storage tanks and promptly removes water, if necessary.

**Selected Staffing KSAs:**

A1, A3, A6

**E. Duty (Critical):**

Operates refueling vehicles, up to and including tractor trailer, for dispensing of aviation fuels and defueling aircraft. Couples and uncouples truck tractor and trailer. Connects lines and air brakes. Reads installation maps and judges road/traffic conditions to determine the shortest and safest route. Drives vehicle to site of refueling operation (i.e., primarily between fuel distribution points on the installation). Maneuvers vehicle in close spaces around parked aircraft. Operates vehicle's auxiliary pumping system to regulate the pumping pressure and rate of fuel flow to meet the requirements of the aircraft being refueled. Monitors and assists in fuel loading operations. Verifies grade and mixture of fuel. Checks meters and signs receipt for fuel load. Ensures vehicle and aircraft are grounded and operates refueling vehicle to fuel or defuel the aircraft. Monitors operation of various gauges and meters, makes minor adjustments as necessary, and refers major discrepancies to supervisor after completion of fueling/defueling operation. Upon completion of operation, replaces hoses, checks ending meter readings, and records information on appropriate forms. Obtains signatures for receipt of fuel, records quantity of fuel delivered or reclaimed, and delivers reclaimed fuel to storage area. Checks tanks for cleanliness, sets meters on vehicle to fill tanks, or operates portable defueling equipment to empty tanks. Arranges for transfer of reclaimed fuel to storage tanks or for disposal as contaminated fuel. (14%)

**Tasks:**

1. Responds to aircraft fuel/defueling requests.

2. Monitors the operation of gauges and meters to ensure safe and efficient transfer of fuels.

3. Operates refueling vehicle while traveling to and from refueling site.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6

**F. Duty (Critical):**

Performs operator maintenance of fuel storage and dispensing equipment and aircraft refueling vehicles. Makes minor repairs to tanks, pumps, and valves by replacing packing, tightening seals, and installing gaskets. Greases, packs, cleans, lubricates, and adjusts valves, pumps, and motors. Cleans ground cables and jumpers. Performs operator maintenance on aircraft refueling vehicles by checking, cleaning, and servicing the interior and exterior of refueling units. Services filters, hoses, pumps, segregators, and valves. Inspects fuel lines for leaks or air vents. Checks and replenishes fuel, oil, water, tire pressure, and battery water. Performs operator maintenance on cryotainers such as cleaning, adjusting, and making minor repairs. Informs supervisor of major maintenance requirements. (14%)

**Tasks:**

1. Determines when minor repairs are required on tanks, pumps, or cryotainers and promptly makes the repairs.
2. Performs required operator maintenance.
3. Documents maintenance according to applicable directives.
4. Operates Nitrogen Cylinder Maintenance Facility A/M-26M-2 , to inspect, repair purge and recharge LAU-7 series Guided Missile Launchers
5. Performs Aviator's Breathing Oxygen testing to determine contaminant concentrations.

**Selected Staffing KSAs:**

A1, A5, A6, A7

**G. Duty (Critical):**

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment. Uses and assures proper fit of required safety equipment (i.e., foot, eye, and ear protective gear) and clothing (i.e., cotton). Follows federal and state rules when storing, using, handling, labeling, and disposing of hazardous materials and waste in accordance with environmental standards. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area. (16%)

**Tasks:**

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to

employee error or negligence.

2. Adheres to safety and security procedures and regulations and promptly reports any observed or identified violations in accordance with established guidelines.

3. Complies with environmental laws and regulations when working with chemicals and disposing of toxic and hazardous waste.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6, A7

**H. Other Work Requirements**

1. The employee is required to work rotating shifts.
2. This position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. Knowledge of the operation of one or several complex work stations in fuel storage and distribution systems.
2. Knowledge of methods used in the load, unload, transfer, and storage of liquid fuels and cryogenic products.
3. Knowledge of the methods used to gauge tanks before, during, and at the end of fuel operations.
4. Skill in manipulating numerous controls to properly regulate the flow of liquids in a safe and efficient manner.
5. Skill in operating various types of pumps and other fuel distribution equipment.
6. Ability to follow oral and written instructions.
7. Skill in performing routine operator maintenance and minor repair of items such as tanks, pumps, motors, and valves.

**B. Basic Training Competencies:**

1. Knowledge of the operation of one or several complex work stations in fuel storage and distribution systems.
2. Knowledge of methods used in the load, unload, transfer, and storage of liquid fuels and cryogenic products.
3. Knowledge of the methods used to gauge tanks before, during, and at the end of fuel operations.
4. Skill in manipulating numerous controls to properly regulate the flow of liquids in a safe and efficient manner.
5. Skill in operating various types of pumps and other fuel distribution equipment.
6. Ability to follow oral and written instructions.
7. Skill in performing routine operator maintenance and minor repair of items such as tanks, pumps, motors, and valves.

**IV. CLASSIFICATION FACTORS**

**Factor 1. Knowledge**

1. Knowledge of the operation of one or several complex work stations in a fuel distribution system. Knowledge of methods used to gauge tanks before, during, and at end of fuel operations. Knowledge of methods used to load, unload, transfer, and store liquid fuels. Skill to operate various types of pumps and other fuel distribution equipment. Skill to manipulate the numerous controls to properly regulate the flow of liquids in a safe and efficient manner.

**V. CLASSIFICATION SUMMARY****In this position:**

- Duty A. 14% WG-5413-08 Fuel Distribution System Worker  
Operates Work Stations
- Duty B. 14% WG-5413-08 Fuel Distribution System Worker  
Receives Incoming Shipments
- Duty C. 14% WG-5413-08 Fuel Distribution System Worker  
Issues Petroleum Products
- Duty D. 14% WG-5413-08 Fuel Distribution System Worker  
Inventories the Distribution System
- Duty E. 14% WG-5413-08 Fuel Distribution System Worker  
Operates Refueling Vehicles
- Duty F. 14% WG-5413-08 Fuel Distribution System Worker  
Performs Operator Maintenance
- Duty G. 16% WG-5413-08 Fuel Distribution System Worker  
Utilizes Safety Practices

**List of Modified Duties and Factors:**

Duty F. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

FWS Job Grading Standard for Fuel Distribution System Operator, WG-5413, TS-69 dated July 1993; FWS Job Grading Standard for Motor Vehicle Operator, WG-5703, TS-61 dated April 1991; FWS Job Grading Standard for Fork Lift Operator, TS-3 dated November 1968. Other reference: DoD Field Advisory Services (FAS) Digest of Significant Classification Appeal Decisions, Book 2, page 1.

Grade: WG-08

**VI. CLASSIFICATION REMARKS:**

Edits to duty F are minor and serve to clarify the tasks performed. Edits do not impact the grade or classification assigned by COREDOC.